

UNCLASSIFIED

VACANCY ANNOUNCEMENT

USAID/CAIRO

Number: 02	Subject: VACANCY (Egyptians)	Date: January 6, 2011
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Position Title:	Accounting Technician
Position Number:	55-12
Duration:	One year with options to renew
Organization:	USAID/FM/FO
Salary Potential:	FSN-8
Application Deadline:	01/24/2011
Salary Range for a Fully Qualified Candidate:	Salary ranges between LE 69,295 - LE 110,875 Gross Per Annum (This is the Gross Annual Salary before deducting Taxes)

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“Priority will be given to qualified FSNs who have been involuntarily RIF’ed.”

Applications or Resumes must include the month, year and company name of employment for all experience or the experience cannot be considered.

Candidates must provide in the application or in their CVs names of family members working in the Mission.

BASIC FUNCTION OF POSITION:

The Accounting Technician, located in the Office of Financial Management (FM) at USAID/Egypt, will provide assistance to the Budget Analysts in performing the full range of budget and operating expense support functions to the clients (missions and other US government agencies) to which he/she is assigned. The primary purpose of this position is to record, review, adjust/correct and reconcile various financial transactions for the Operating Expense (OE) budget for USAID/Egypt and its client missions. He/she will develop and maintain related financial worksheets and collect and verify financial data for budget formulation. He/she will also share responsibility for OE and Project accounts receivables and the maintenance of related records, provide assistance in the review and verification of

the OE budget, and perform other miscellaneous duties. As a professional position, it is anticipated that at times the duties and deadlines of this position may require the incumbent to work beyond normal working hours.

MAJOR DUTIES AND RESPONSIBILITIES:

General OE Budget Support (20%)

- *Assist in OE budget formulation* – Help develop budget in collaboration with the Executive Office and enter budget requests in BFEM (Budget Formulation and Execution Manager). Compile historical data, develop projections, and prepare justification narratives for budget requests.
- *Prepare OE budget in Phoenix* – Assist in drilling down the budget in Phoenix to activity level, and share with the Budget Analysts the responsibility in maintaining an Excel-based budget system, which must reconcile with Phoenix on a monthly basis. Regularly verify the accuracy of the amounts recorded for the assigned OE line items.

Commitments and Obligations (20%)

- *Review and record commitments* – Review commitment documents for adherence to applicable US regulations, record the commitment document in Phoenix, and verify fund availability.
- *Review and record obligations* – Review obligation documents for proper funding information, and determine and record the appropriate amount to obligate funds for various OE items.
- *De-obligate/re-obligate and make downward/upward adjustments* – Develop and maintain related financial worksheets, and regularly review obligations and prepare supporting journal vouchers to adjust them, as necessary, to reflect upward and downward changes.

Cash Reconciliation (30%)

- *Post, follow up on and close open reconciliation items* – Match and balance the disbursements records of Charleston and Bangkok disbursing offices for USAID/Egypt and client missions against Cairo's mission records, as part of 1221 & local bank reconciliation. Clear the outstanding reconciling items, including coordinating records among FM, client mission & USDOs.

Pipeline Management (10%)

- *Compute and record accruals* – Prepare accrual data at the end of each quarter and enter them into the accruals query. Assist in establishing the review process, verify the accruals and supporting documents, and record the accruals.
- *Help perform 1311 reviews* – Coordinate with the Executive Office in conducting the quarterly 1311 review of unliquidated OE obligations. With guidance from Budget Analysts, prepare reports of unliquidated obligation balances, confer with the cognizant office to inquire about the status of these funds, and recommend de-obligation of funds determined to be in excess of requirements. Ensure the accuracy and completeness of the financial transactions contained therein and develop journal vouchers to initiate necessary corrections.

Financial Reporting (10%)

- *Prepare general financial reports* – Assist Budget Analysts in generating reports from Phoenix, Business Objects Enterprise, and PhoenixViewer, which reflect OE current and prior historical data to show fluctuation in level of expenses to facilitate senior management decision making.

- *Prepare reporting data for quarterly and year-end statements* – Help prepare data call quarterly reports for USAID/Washington for USAID/Egypt and client missions. Prepare and enter data on various items not reflected in Phoenix, such as accrued severance pay, capitalized assets, and leases.

Other OE Accounting Duties (10%)

- *Monitor personnel expenses* – Review, verify and analyze the current year and the prior year's financial details for the allowances for US Direct Hires (DHs), eligible US Personal Services Contractors (PSCs), and RIG/Cairo OE, and develop Excel spreadsheets with forecasts for these. Review the Foreign Service National (both DH and PSC) biweekly payroll and benefits reports received from FMC Bangkok and CIB, and coordinate with USAID/Washington for posting. Assist US staff with the completion of reimbursement claims for medical expenses incurred in country, and regularly monitor and follow up on reimbursement to ensure refunds are made to the Mission. Transmit and follow up on claims submitted to the Administrative Officer in Washington for medical expenses incurred overseas.
- *Perform other financial support functions* – Update and manage an Excel-based tracking system to maintain up-to-date and accurate lease information, and use this information to formulate the monthly lease report for Accounts Payables to process payments to landlords. Develop tables and supporting memorandum for reverse accommodation exchanges. Provide Mission personnel with information, including fiscal data, and advice relating to the reservation/obligation of funds for allowances and for salaries of OE-funded USPSCs.
- Provide general OE accounting support to the Budget Analysts as needed, and help resolve financial issues within FM and for client missions.

REQUIRED/DESIRED QUALIFICATIONS:

- A. **Education:** College or university studies in accounting, commerce, finance, business administration, or similar fields is required. University degree in accounting, business administration, or similar fields is desired.
- B. **EXPERIENCE:** Two to three years of experience in accounting or a closely related field is required. One to two years of experience in a development organization's accounting systems is highly desired. Practical knowledge of basic accounting concepts and the flow of accounting transactions is required.
- C. **LANGUAGE:** Level IV (fluent) in English and Arabic are required.
- D. **KNOWLEDGE:** Good general knowledge of accounting office operations is preferred.
- E. **ABILITIES & SKILLS:** Ability to analyze numerous accounting records and determine the need for various types of entries and adjustments; to record and reconcile accounting information and prepare complex reports that clearly articulate the results of operations, status of accounts and adequacy of funding levels. Ability to utilize data processing techniques to present facts and recommendations in a clear, concise manner both orally and in writing. A working knowledge of Microsoft Excel, Word, Access, and PowerPoint is required.

POSITION ELEMENTS:

- A. **Supervision Received:** Works under the immediate supervision of the Supervisory Accountant who assigns work on a long-term basis and spot-checks completed assignments. The Annual Performance Evaluation will be written by the Supervisory Accountant based upon input from all supervisory personnel and clients for which services are rendered.
- B. **Exercise of Judgment:** Exercises a reasonable degree of independent judgment to determine accuracy and soundness in obligating, reviewing, adjusting, and reconciling OE transactions and various other financial accounting tasks.
- C. **Authority to Make Commitments:** Does not have authority to make commitments except to the extent of verifying funds availability and the accounting treatment of specific transactions.
- D. **Nature, level, and purpose of contacts:** Regular contact is maintained with staff members at all levels in the Missions and Clients to which s/he is assigned on virtually a daily basis to clarify items on documentation or fund cite requests, request additional information or justification or resolve discrepancies; and to ascertain status of events being accounted for and to initiate action to correct records and reports if necessary.
- E. **Available Guidelines:** The USAID Automated Directives System, FM handbooks and guidance documents, and GAAP and GAAS.
- F. **Supervision Exercised:** The incumbent has no formal supervisory duties and responsibilities.

SELECTION CRITERIA:

CATEGORY	SCORING PERCENTAGE
Education/academic requirement*	25
Experience*	15
Language Proficiency*	20
Knowledge*	25
Skills & Abilities*	15
TOTAL	100%

* As per details reflected under Qualifications above.

RECRUITMENT PROCEDURES AND GUIDELINES:

Qualified candidates who are interested in this vacancy should apply by submitting an up-to-date CV, quoting the position number, to USAID Human Resources Office, attention Heba Agamawy by no later than COB of the application deadline noted above.

Internal Mission employees can submit the CV in person, via inter-office mail, or by fax. External candidates should submit the CV by fax to 5160388 or via e-mail to usaidhr@usaid.gov (submissions

made in any other way will be disregarded). The CV and attachments must not in all cases exceed five pages. The USAID HR Office will disregard any submissions exceeding five pages and/or those received after the deadline.

Mission employees are not eligible to apply for a vacant position during their three month probationary period. The Mission mandatory retirement age is 60 years. Non-Egyptian candidates who have a valid, long-term resident visa in Egypt and who can obtain a valid work permit from the appropriate Egyptian authorities are eligible to apply.

The evaluation and selection process usually takes two to three months after the deadline. Successful applicants are invited for tests and/or interviews during this time frame. Due to the high volume of applications, only candidates who are seriously being considered for a position are contacted for an interview. Please do not contact HR for a status report on your application once your application has been acknowledged. Interviewed candidates will normally be advised of the outcome of the selection process after a period of about four weeks.

If the external successful candidate meets all the qualifications listed in the position description, he/she will be appointed at the starting salary rate of the position. If s/he does not meet all the qualifications listed in the position description, s/he will be normally appointed to an appropriate trainee grade level, below the position grade.

In determining the appropriate salary, no salary adjustments will be made for fringe benefits such as uniforms, free airline tickets, free medicine or company products, life/medical/accident insurance policies, transportation, meal allowance, or other similar company benefits provided by former employers. Applicants with prior U.S. Government service may receive salary adjustments at the grade level of the position, to match highest previous USG salary levels in a relevant field. The USAID Human Resources and Contracting Officers determine the appropriate salary rate.

It is the U.S. Government policy to prohibit discrimination on the basis of race, color, religion, national origin, handicap or gender.

Samia Joseph
USAID/Human Resources Officer